

**TITLE 1: GOVERNMENT AND ADMINISTRATION**

**DIVISION 2: DEPARTMENTS, OFFICES, COMMISSIONS**

**Chapter 25: Economic Development and Public Services Group.**

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**12.251 Economic Development and Public Services Group Established.**

There is hereby created and established an Economic Development and Public Services Group of the County of San Bernardino.

Amended Ordinance #3771 (1999)

**12.252 Components of the Economic Development and Public Services Group.**

The Economic Development and Public Services Group shall consist of organizational units which are charged with providing special services to the public and those which are charged with improvement of land and economic resources and the beneficial use of these resources, including the departments of Agriculture/Weights and Measures; Economic and Community Development; Jobs and Employment Services; Land Use Services; Registrar of Voters; Airports; Library; Museum; Public Works (which shall include the Office of the Surveyor), and Special Districts. The Board of Supervisors may add or delete other organizational units or functions as it deems appropriate. The Department of Public Works shall provide flood control services pursuant to written contract to the San Bernardino County Flood Control District.

Amended Ordinance #3400 (1990); Amended Ordinance #3584 (1994); Amended Ordinance #3694 (1997); Amended Ordinance #3771 (1999); Amended Ordinance #3786 (2000);

**12.253 Assistant County Administrator - Economic Development and Public Services.**

The Economic Development and Public Services Group head shall be a County Officer in the Unclassified Service and shall carry the title of Assistant County Administrator - Economic Development and Public Services, hereinafter referred to as ACA - Economic Development and Public Services.

Amended Ordinance #3771 (1999);

**12.254 Appointment of the Assistant County Administrator - Economic Development and Public Services.**

Appointment of the ACA - Economic Development and Public Services will be made by the County Administrative Officer.

Amended Ordinance #3771 (1999);

**12.255 Responsibility of the Assistant County Administrator - Economic Development and Public Services.**

The ACA - Economic Development and Public Services will be responsible for the Group and for establishing and administering policy and procedures for the Group and its included organizational units and shall coordinate and advise on public services programs with other County organizational units and with representatives of business and industry. The ACA - Economic Development and Public Services will serve as assistant to the County Administrative Officer on matters related to the Economic Development and Public Services Group.

Amended Ordinance #3771 (1999);

**12.256 Authority of the Assistant County Administrator - Economic Development and Public Services.**

(a) The ACA - Economic Development and Public Services shall be the appointing authority over those employees within the Group whose appointment is not otherwise provided for by Charter or General Law including an Associate Administrative Officer and Deputy Administrative Officer(s). The ACA - Economic Development and Public Services shall have the power to delegate in writing this appointing authority to his or her subordinates. The appointing authority of the County Surveyor is the Board of Supervisors, pursuant to Section 27550 of the Government Code; provided, however, the functions performed by the County Surveyor are subject to the supervision of the Director of Public Works. The Flood Control District is a district within the Group for administrative purposes,

and the ACA - Economic Development and Public Services shall have supervision over work performed for the Flood Control District by the Department of Public Works pursuant to written contract. The County Librarian shall be appointed by the Board of Supervisors pursuant to Section 19140 of the Education Code, but the Library shall be a department within the Group for administrative purposes and is subject to the supervision of the ACA - Economic Development and Public Services.

(b) The ACA - Economic Development and Public Services shall have the power of general administrative supervision and coordination over the operations of each department, division or district within the Group. The ACA - Economic Development and Public Services may direct such action as he or she deems appropriate to exercise any power or jurisdiction, or to assume or discharge any responsibility, or to carry out or effect any of the purposes vested by law in any officer, employee, department, division or district in the Group, except as otherwise provided by Charter or General Law.

(c) The ACA - Economic Development and Public Services shall have the power to reorganize the Group, or any department, division or district within the Group, and in connection with such reorganization, the ACA - Economic Development and Public Services has the power to transfer personnel from one department, division or district within the Group to another.

(d) Subject to the overall supervision and direction of the County Administrative Officer, the ACA - Economic Development and Public Services shall be responsible for the preparation and compilation of the annual budget of the Group and shall be responsible for its administration after adoption.

Amended Ordinance #3771 (1999); Amended Ordinance 3786 (2000);